

Subject: Kitchen/Supply Rm Cleaning Schedule Calendar

From: Lena Mulhall <lmulhall@ccala.org>

Date: 04/24/2017 09:39 AM

To: Suzanne Holley <sholley@downtownla.com>

CC: Jessica Lall <jlall@ccala.org>

Suzanne,

I have put together a rotating schedule for kitchen/copy room duty. Each staff person will be assigned for the week. The schedule is currently done through 1st week of August.

We will need to notify the staff of this and what needs to be done.

Let me know should you have questions.

Kitchen/Supply Rm Cleaning Schedule Calendar

Monday, April 24, 2017 - Friday, August 04, 2017

Time zone: (UTC-08:00) Pacific Time (US & Canada)
(Adjusted for Daylight Saving Time)

April 2017

Su Mo Tu We Th Fr Sa

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017

Su Mo Tu We Th Fr Sa

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017

Su Mo Tu We Th Fr Sa

			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017

Su Mo Tu We Th Fr Sa

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017

Su Mo Tu We Th Fr Sa

	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

27 28 29 30 31

<u>Lena M.</u>	Mon, Apr 24	to	Fri, Apr 28
<u>Mike F.</u>	Mon, May 1	to	Fri, May 5
<u>Joanne D.</u>	Mon, May 8	to	Fri, May 12
<u>Elisabeth C.</u>	Mon, May 15	to	Fri, May 19
<u>Kevin B.</u>	Mon, May 22	to	Fri, May 26
<u>Shawn B.</u>	Mon, May 29	to	Fri, Jun 2
<u>Joan N.</u>	Mon, Jun 5	to	Fri, Jun 9
<u>Julia M.</u>	Mon, Jun 12	to	Fri, Jun 16
<u>Elan S.</u>	Mon, Jun 19	to	Fri, Jun 23
<u>Lena M.</u>	Mon, Jun 26	to	Fri, Jun 30
<u>Mike F.</u>	Mon, Jul 3	to	Fri, Jul 7
<u>Joanne D.</u>	Mon, Jul 10	to	Fri, Jul 14
<u>Elisabeth C.</u>	Mon, Jul 17	to	Fri, Jul 21
<u>Kevin B.</u>	Mon, Jul 24	to	Fri, Jul 28
<u>Shawn B.</u>	Mon, Jul 31	to	Fri, Aug 4

Details

Monday, April 24, 2017

Time 4/24/2017 12:00 AM - 4/29/2017 12:00 AM
Subject Lena M.
Reminder 18 hours

Monday, May 01, 2017

Time 5/1/2017 12:00 AM - 5/6/2017 12:00 AM
Subject Mike F.
Reminder 18 hours

Monday, May 08, 2017

Time 5/8/2017 12:00 AM - 5/13/2017 12:00 AM
Subject Joanne D.

Reminder 18 hours

Monday, May 15, 2017

☐ **Time** 5/15/2017 12:00 AM - 5/20/2017 12:00 AM

Subject Elisabeth C.

Reminder 18 hours

Monday, May 22, 2017

☐ **Time** 5/22/2017 12:00 AM - 5/27/2017 12:00 AM

Subject Kevin B.

Reminder 18 hours

Monday, May 29, 2017

☐ **Time** 5/29/2017 12:00 AM - 6/3/2017 12:00 AM

Subject Shawn B.

Reminder 18 hours

Monday, June 05, 2017

☐ **Time** 6/5/2017 12:00 AM - 6/10/2017 12:00 AM

Subject Joan N.

Reminder 18 hours

Monday, June 12, 2017

☐ **Time** 6/12/2017 12:00 AM - 6/17/2017 12:00 AM

Subject Julia M.

Reminder 18 hours

Monday, June 19, 2017

☐ **Time** 6/19/2017 12:00 AM - 6/24/2017 12:00 AM

Subject Elan S.

Reminder 18 hours

Monday, June 26, 2017

☐ **Time** 6/26/2017 12:00 AM - 7/1/2017 12:00 AM

Subject Lena M.

Reminder 18 hours

Monday, July 03, 2017

☐ **Time** 7/3/2017 12:00 AM - 7/8/2017 12:00 AM

Subject Mike F

Reminder 18 hours

Monday, July 10, 2017

☐ **Time** 7/10/2017 12:00 AM - 7/15/2017 12:00 AM

Subject Joanne D.

Reminder 18 hours

Monday, July 17, 2017

☐ **Time** 7/17/2017 12:00 AM - 7/22/2017 12:00 AM

Subject Elisabeth C.

Reminder 18 hours


Monday, July 24, 2017

☐ **Time** 7/24/2017 12:00 AM - 7/29/2017 12:00 AM

Subject Kevin B.

Reminder 18 hours

Monday, July 31, 2017

 **Time** 7/31/2017 12:00 AM - 8/5/2017 12:00 AM

Subject Shawn B.

Reminder 18 hours

— image001.gif —

— image002.gif —

— image003.gif —

— image004.gif —

— image005.gif —

— KitchenSupply Rm Cleaning Schedule Calendar.ics —

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Kitchen/Supply Rm Cleaning Schedule Calendar

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TRIGGER:-PT1080M

Kitchen/Supply Rm Cleaning Schedule Calendar

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Kitchen/Supply Rm Cleaning Schedule Calendar

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Kitchen/Supply Rm Cleaning Schedule Calendar

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Kitchen/Supply Rm Cleaning Schedule Calendar

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Kitchen/Supply Rm Cleaning Schedule Calendar

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Kitchen/Supply Rm Cleaning Schedule Calendar

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Kitchen/Supply Rm Cleaning Schedule Calendar

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— Attachments: —

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image003.gif	892 bytes
image004.gif	65 bytes
image005.gif	949 bytes
KitchenSupply Rm Cleaning Schedule Calendar.ics	14.5 KB